

# Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

Tel: 231-242-1555 • Fax: 231-242-1565

hr@ltbbodawa-nsn.gov

## Job Posting

<b>Job Title:</b>	<b>Director of Social Work</b>
<b>Department:</b>	Human Services
<b>Reports To:</b>	Tribal Administrator
<b>FLSA Status:</b>	Exempt
<b>Salary Range:</b>	<b>\$51,814 - \$68,966</b>
<b>Level:</b>	7
<b>Open Date:</b>	<b>October 05, 2007</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

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### SUMMARY

Directs the Social Services (Child Welfare) programs in conformance with policies, procedures and statutes of the Little Traverse Bay Bands of Odawa Indians by performing the following duties personally or through subordinate staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE** the following. Other duties may be assigned.

- Supervise and coordinate activities of the Social Services (Child Welfare) staff.
- Assign caseloads and related duties and coordinates activities of assigned staff in providing counseling services to assist clients with problems of emergency or crisis nature.
- Assist assigned tribal staff members through individual and group conferences in analyzing case problems and in improving their diagnostic, empowerment, and helping skills.
- Review case records and evaluate performance of child welfare staff members and recommend indicated action.
- Collaborate with Tribal Court and other components of the various systems of justice to ensure systems quality.
- Assume primary responsibility for the development of social services (child welfare), programs and protocols.
- Seek the advice of Tribal Prosecutor / presenting officer whenever necessary.
- Counsel clients individually or in groups on a planned basis and emergencies.
- Provide assigned staff in-service training and career development. Train new social services (child welfare) employees in areas such as agency policy, department procedures, and Tribal or government regulations.
- Provide structure/training to Indian Child Welfare Commission.
- On-call for CPS & emergency services.

### SUPERVISORY RESPONSIBILITIES

Manages subordinates in the Social Services (Child Welfare) area of the Human Services Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Ensure compliance with Court orders, and service plans. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising

performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **COMPETENCY**

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical, Problem Solving, Project Management.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment;
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires frequent travel, legal proceedings and court testimony. Must have a valid driver license and be insurable.

### **EDUCATION AND/OR EXPERIENCE**

Master's degree in Social Work (MSW) required with three to five years professional experience in the field of Social Work. Supervisory experience is preferred. A Bachelor degree in Social Work plus five years professional work experience in the field of Social Work **may** be considered. Cultural sensitivity is required.

### **COMMENTS**

Must pass a criminal background check. Native American Preference will apply.